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Recurring Reports Prepared For the Audit Staff

By the Machine Records Division

<u>Frequency</u>	<u>Job No.</u>	<u>Report Name</u>	<u>No. of Copies Prepared</u>	<u>DISTRIBUTION</u>
Monthly	311	Stock In Transit		
		A. Transaction Register	5	1
		B. Status Report	5	1
Four Weeks	209	Ledger (Staff Employees, Agents, etc.)	4	1
Quarterly	340	Dollar Value of Stock on Hand	6	2
	341	Dollar Value of Stock In Transit	6	2
Semi-Annually	366	Dollar Value of Stock in Use	6	2
	367	Non-expendable Stock Issues Charged to Stations	4	1

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